



Greater Tompkins County Municipal Health Insurance Consortium

P.O. Box 7 • Ithaca, New York 14851 • (607) 274-5590

Headquarters: 215 N. Tioga Street, Ithaca, NY 14850

www.healthconsortium.net • consortium@tompkins-co.org

"Individually and collectively we invest in realizing high quality, affordable, dependable health insurance."

Nominations & Engagement Committee Meeting Agenda August 14, 2023– 3:30 PM Town of Ithaca – Aurora Conference Room

1. Call to Order Ed Fairbrother

2. Changes to the Agenda

3. Minutes Approval – April 10, 2023 Elin Dowd

4. Executive Director
 - a) Executive Director Report

5. Discussion on the following topics: Elin Dowd
 - a) Slate of Candidates
 - b) Board Meeting Agendas

6. Future agenda topics

7. Adjourn

Next Meeting: TBD

Minutes – DRAFT
Nominations and Engagement Committee
April 10, 2023 – 3:30 p.m.
Meeting held Remotely via Zoom Video

Present by remote: Gary Mutchler (Committee Vice Chair); Kate DeVoe; Terrance Baxter
Excused: Ed Fairbrother (Committee Chair)
Vacancy: One seat
Staff/Guests via remote: Elin Dowd, Executive Director; Lynne Sheldon, Clerk of the Board, Teri Apalovich, Finance Manager; Kylie Rodrigues, Benefits Specialist

Call to Order

Mr. Fairbrother was excused from today's meeting. Mr. Mutchler called the meeting to order at 3:31 p.m.

Changes to the Agenda

There were no changes to the agenda.

Approval of Minutes of August 8, 2022

It was MOVED by Mr. Baxter, seconded by Ms. DeVoe, and unanimously adopted by voice vote by members present to approve the minutes of August 8, 2022, as submitted. MINUTES APPROVED.

Executive Director Report

Ms. Dowd referenced her Executive Director report for March 2023. She encouraged the Committee to review her information on the changes that are coming about. This report covers changes to benefits in the areas of ground ambulance, COVID-19, behavioral health, and frozen formulas.

Mr. Mutchler questioned the ground ambulance changes and asked for a quick summary. Ms. Dowd explained there are no changes for the subscribers and/or their dependents or the cost of ambulance services. She said the law changed how the Consortium reimburses any ground ambulance service. Previously, there was not a law in place stating that the ambulance service had to accept 80% reimbursement; therefore, the Consortium was being billed at 100%. The Consortium can now follow the law, which lowers the Consortium's fees, and the employee pays the same.

Ms. Dowd also reported that the Consortium has received a proposal from Excellus comparing the prescription benefit manager services that the Consortium currently receives from ProAct. She said that the Operations Committee decided that they did not want to reopen another

Request for Proposal (RFP), but re-review the top two RFP proposals, which included Excellus and ProAct. The Committee will be meeting with Excellus later in the month.

Mr. Mutchler asked if the Operations Committee was leaning towards choosing one over the other and the reasons. Ms. Dowd responded that ProAct has had some technical service issues with managing the Consortium's account that they've been unable to resolve. She also noted that the Consortium has been receiving many customer service complaints with how ProAct has been paying claims and has been very slow on prior authorizations. ProAct has not been getting back to individuals, or they're getting back to them with incomplete information. There have also been some system errors that the Consortium thought were fixed and hadn't. She said that this year there were 18 claims related to accumulator issues that weren't adjudicated properly, and the Consortium is trying to find out how this happened.

Ms. Dowd announced the Consortium has entered a letter of agreement with a landlord in the Village of Cayuga Heights to lease a new building. A proposal went through the Audit and Finance Committee, and the Consortium will put that in front of the Executive Committee to move out of the Town of Ithaca. The lease will run more space than the Consortium would need day to day, however, the Consortium could hold all meetings in that space, and Committee members and Directors would have ample parking adjacent to the building at no cost.

Ms. Dowd spoke of the current audit of the Consortium by the Department of Financial Services (DFS). One item that the DFS states that the Consortium must comply with includes a portion of general municipal law regarding the Consortium's Chief Financial Officer (CFO) also serving as the Chairperson on the Audit and Finance Committee. During this audit, Steve Thayer, the Consortium's CFO, announced his retirement for the end of this coming June. Since Mr. Thayer will not be serving, the Audit and Finance Committee will need to look at the short term, until his position has a replacement. Per the Consortium's Municipal Cooperative Agreement (MCA), this replacement will automatically become the Consortium's CFO and hopefully sit on the Committee without a vote. The Consortium will need to temporarily place an individual on the Audit and Finance Committee that is familiar with the committee, finance practices, and can also vote. Due to this committee meeting held prior to the Executive Committee, Ms. Dowd made a recommendation to have this Committee recommend Judith Drake to the Executive Committee to fill in as a voting member for the Audit and Finance Committee while the Consortium sorts out regulations that DFS has been providing during the audit regarding the approved CFO roles for the Consortium's Audit and Finance Committee.

Ms. Dowd also mentioned that many committee members will be ending their long-held terms at the end of this year on various committees. The Operations Committee will need to start looking at seats to fill. Currently, the Audit and Finance Committee allows three 2-year terms. She also reported that the Operations Committee did secure a Labor representative from the City of Ithaca Firefighters. Generally, the labor seat is the Vice-Chair of the Committee of the Operations Committee, however, currently Judith Drake is holding that position as the labor individual is new at this role, but hoping next year that individual will agree to cover that. Ms. Dowd also provided other updates to Operations that Lisa Holmes asked if Ruby Pulliman could be voted in as her replacement on the Committee, and Laura Granger became the Operations Chairperson.

Ms. Dowd said that the Claims and Appeals Committee will also be needing some changes after December 31, 2023, due to individual's political terms ending and/or retirements.

Ms. Dowd reported that she has been outreaching and building relationships with the newly added members hoping to have their participation and step into some of those committees' openings.

Educational Events to Engage Members

Ms. Dowd asked the committee if they have ideas regarding collecting information from directors about what topics they would like to see in August at the Consortium's educational meeting. She suggested if the Consortium changed the prescription benefits manager (PBM) that there would be information and services pertaining to the transfer and how the contract is structured before that was voted on.

The Committee also had recommendations for escalating health care costs and what can be expected in the next one to five years. Other ideas included the current audit by Segel regarding premium equivalent rates, and a Medicare update. Ms. DeVoe also mentioned that finding mental health care provider would be a good topic. Mr. Mutchler asked regarding mental health care for individuals and how/when to seek care. Ms. Rodriguez said that Excellus BCBS has some helpful checklists asking questions and if an individual check marks 3 or more or 5 or more, then maybe it's time to seek professional help. The option of also holding a dinner the night of the Board of Directors might be a possibility.

Open Meeting Law (OML)

Ms. Dowd discussed that the Executive Committee has talked about leniency until 2024 regarding in-person attendance for sub-committee meetings. The Executive Committee will soon be discussing the need for the Executive Committee and the Board of Directors needing a quorum in person as most final votes take place on those Committees. Ms. Dowd said that DFS questioned the low attendance at the Board of Director's yearly meeting and asked the Consortium to comment why. The Consortium continues to evaluate ways to increase attendance to include members that are located at a distance.

Future Agenda Topics

- Build slate for 2024 candidates
- Follow up on OML
- Topics for Education Session
- Possible meal options for the Board of Directors Meeting

Adjournment

The meeting adjourned at 4:19p.m.

SURVEY RESULTS FOR COMMITTEE SLATES

EXECUTIVE COMMITTEE

We did not have any individuals respond with interests of Executive Committee in questionnaire.

STANDING COMMITTEES:

Nominations

We did not have any individuals respond with interests of Nominations Committee in questionnaire.

 = Are not currently serving on that committee

Audit Committee

Questionnaire Responses of Interest:

Mark Emerson (Mentz)
Judy Drake
Tanya DeGennaro
(Village of Homer)
Chad Hayden Aurelius
Mary Bouchard

Claims and Appeals

Questionnaire Responses of Interest:

Bud Shattuck
Tanya DeGennaro
(Village of Homer)
Mike Murphy (Village of
Dryden) Add Seat 7

Rex Vosburg
(DeRuyter)

Finance Committee

Questionnaire Responses of Interest:

Judy Drake
Rordan Hart
Bud Shattuck
Kerry Manion (Town of
Dewitt)
Tanya DeGennaro
(Village of Homer)
Mary Bouchard
(Ulysses)

Operations

Questionnaire Responses of Interest:

Mark Emerson
Judy Drake
Kerrie Fusco (Dewitt
Fire District)



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RESOLUTION NO. XXX-2023 – CREATION OF 2024 COMMITTEE STRUCTURE AND APPOINTMENTS OF MEMBERS

WHEREAS, the Board of Directors at its Annual Meeting established a Committee structure and appointed members to the Consortium's standing committees, and

RESOLVED, upon recommendation of the Consortium's Nominations and Engagement Committee, That the Executive Committee, on behalf of the Board of Directors, hereby appointments the following committee structure and membership to 2024 committees effective January 1, 2024:

EXECUTIVE COMMITTEE:

To be elected at annual meeting along with Chairs of standing committees

MEMBERSHIP: Seats to be filled by Directors; 11-15 Members; one-year terms

MEETINGS (subject to change): Bimonthly beginning in January on 3rd Wednesday

1. Board Chair, Chair (Hart)
2. Board Vice Chair, (Holmes)
3. **Chief Financial Officer, New Hire**
4. Secretary (Salton)
5. JCPSD Chair (DeVoe)
6. AFC Chair/At-large (Ray Bunce)
7. Operations Chair (Granger)
8. Nominations and Engagement Chair (**Mutcher**)
9. Claims and Appeals Chair (Shattuck)
10. At-large (Snow)
11. **At-large (Vacant)**
12. At-large (Steve)
13. Past Chair (Drake)

STANDING COMMITTEES:

Audit Committee

CHARGE: The Audit Committee shall be responsible to review audit filings, audit policies and procedures to be sure in compliance with Article 47 and the Certificate of Authority; establish a list of all reports due to the Board and regulators and the process and timeline to insure accurate and timely reporting.

MEMBERSHIP: Seats may be filled by Directors; 3 members-5 members; two-year staggered terms MEETINGS (subject to change): Monthly; 4th Tuesday

Terms Expiring 12/31/25

1. **Judith Drake (Chair)**
2. **Mark Emerson**
3. **Tanya DeGennaro**
4. **Chad Hayden**
5. **Mary Bouchard**

Finance Committee

CHARGE: The Finance Committee shall be responsible to recommend a budget, recommend premium rates, review Jurat reports, recommend reinsurance and retention policies, and appropriate reserve levels in compliance with a municipal health care organization and any necessary policy and procedures relative to being fiscally prudent stewards of the organizations funds and assets.

MEMBERSHIP: Seats may be filled by non-Directors; 9 members; two-year staggered terms

MEETINGS (subject to change): Monthly; 4th Tuesday

Terms Expiring 12/31/24

1. Scott Steve
2. Eric Snow
3. Bud Shattuck
4. Peter Salton
5. Kate DeVoe

Terms Expiring 12/31/25

6. Judith Drake (Chair)
7. Kerry Manion
8. Kate DeVoe (Labor)
9. Rordan Hart (Vice Chair)

Operations Committee

CHARGE: The Operations Committee is responsible for oversight of Consortium operations and charged with review and oversight of any policies impacting the overall well-being of the organization. The Operations Committee may recommend changes to improve the efficiency of the organization's practices, policies, procedures, and the organizational structure, including personnel and staffing needs.

MEMBERSHIP: Seats may be filled by non-Directors; 8 members with two-year staggered terms

MEETINGS (subject to change): Bi-monthly beginning in January; 4th Monday

Terms Expiring 12/31/24

1. Ruby Pulliam
2. Laura Grainger (Chair)
3. Schelley Michell-Nunn
4. Janine Bond
5. Judith Drake (Vice Chair)
6. Rita McCarthy
7. Brian Weinstein (Labor)

Terms Expiring 12/31/25

8. Kerrie Fusco
9. Sunday Earle
10. Mark Emerson
11. LuAnn King

Nominations and Engagement Committee

CHARGE: The Nominations and Engagement Committee will assist the Executive Committee in engaging Directors in finding meaningful ways to contribute to the organization especially through the consideration of succession and long-term planning. The Committee shall:

1. Be responsible for presenting a slate of recommended Officers, Committee Chairs, and At-Large Executive Committee members at the annual Board of Directors meeting;
2. Be responsible for presenting a slate of recommended Nomination and Engagement Committee members;
3. Recommend to the Executive Director engagement strategies with:
 - a. the work of committees;
 - b. disseminating information ahead of and at the annual meeting in an interactive model and insuring a super-majority attendance at annual meeting; and
 - c. long-term leadership succession planning.

Membership: Seats may be filled by non-Directors; 5 Members with two-year staggered terms
MEETINGS: Approximately 4x/year.

Terms Expiring 12/31/24

- 1. Gary Mutchler, Chair (Ed Retiring)
- 2. ~~Terrance Baxter~~
- 3. Kate DeVoe, Labor

Terms Expiring 12/31/25

- 4. Judith Drake (Past Chair)
- 5. Rordan Hart

Claims and Appeals Committee

CHARGE: The Claims and Appeals Committee will hear all appeals that come to the Board of Directors for action and recommend a determination to the Board. This Committee will also monitor claims data and trends and oversee all annual third-party administrator claim audits.

Membership: Seats may be filled by non-Directors; 5 Members with two-year terms
MEETINGS: As needed (2-4x/year)

Terms expire 12/31/24

- 1. Don Fischer, Vice Chair
- 2. Tanya DiGennaro
- 3. ~~Carol Sosnowski~~
(Retiring – Jennifer Mellini)

Terms expire 12/31/25

- 4. Bud Shattuck, Chair
- 5. Donna Dawson
- 6. Tom Brown

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Joint Committee on Plan Structure and Design

CHARGE: The JCPSD reviews all prospective Board actions in connection with the benefit structure and design of the Plan and develops findings and recommendations with respect to such matters. Committee may also consider wellness-related initiatives.

Membership: Each Participant and each labor group shall have one voting seat each. Quorum determined by Committee; No set terms.

MEETINGS (subject to change): Bi-monthly (beginning in February)
Chair and Vice Chair – to be selected by the membership of the JCPSD as outlined in the Committee’s Bylaws.

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